FSU and Pierpont C&TC Online Application Process

Welcome and thank you for your interest in Career Opportunities at Fairmont State University and/or Pierpont Community and Technical College. The desire and goal of the Human Resource Office is to attract, hire, develop, and retain great people who can contribute to the excellence of our institutions. Fairmont State University and Pierpont Community and Technical College are Affirmative Action, Equal Opportunity Institutions. Individuals from traditionally underrepresented groups are encouraged to apply.

The following provides information on the application process for faculty, staff, and student positions.

Applications:

All positions require completion of an electronic application through our online employment system at www.fairmontstatejobs.com. Please provide COMPLETE and ACCURATE contact information and educational and work history in the appropriate spaces. Incomplete applications may not receive full consideration. You must click ‘Certify changes and save application’ on the final page of the application to save the information you have entered. Your application is not complete until you receive a confirmation number. If you either close your browser or lose Internet connection prior to completing your application, log in again and select “Edit application.” Pages that have been saved prior to closing your browser or losing Internet connection will be in the online system and you will be able to continue entering information.

Your application will remain on file in the online system indefinitely and can be updated at any time. If you wish to apply for vacancies, simply log into the employment system, update your application information if necessary, and apply to postings.

Attaching Additional Documents:

Not all postings will allow an applicant to attach additional documents such as a resume and cover letter. At all times, ensure your application provides complete and accurate information. If the posting requires the attachment of additional documents, please note that your application will be considered ‘incomplete’ and will not be eligible for review by hiring departments until the documents have been attached.

Student Employment:

In order to be considered for student employment, you must be currently enrolled or accepted at Fairmont State University or Pierpont Community & Technical College and meet the Satisfactory Academic Progress Guidelines established for federal financial aid (summer student employees must be enrolled in summer classes or in the upcoming fall semester).

For further information relating to Student Employment, please contact the Student Employment Office at studentjobs@fairmontstate.edu or (304) 367-4836.
Username/Password:

Please safeguard your username and password used to set up your application, but maintain easy access as this information is required each time you log into the online system. If you have forgotten your password:

1. Log into the system and click the “I forgot my password” link.
2. Enter your User Name. If you have forgotten your user name, please contact Human Resources at (304) 367-4831. Do not create a new user name.
3. Click on ‘Retrieve Secret Question’. The question you selected the first time you completed an application will be asked.
4. Type the answer you provided on your application into the box provided. Remember that your answer is case-sensitive (i.e., “Answer” and “answer” are not the same).
5. Click ‘Submit’.

If you are still not able to log in, please contact the Human Resources Office at HR@fairmontstate.edu or call (304) 367-4831.

Interview Process:

The hiring department determines the most qualified applicants and will select interviewees. If you are selected for an interview, you will be contacted directly by the department to schedule an interview. The Human Resources Office does not require a set timetable for the completion of the interview/selection process and is not able to provide timeframes to applicants for moving through the process. Applicants are able to check the status of their application through the online system which will either indicate “In Progress,” or “Position Filled.”

Internal Classified Staff Postings:

Internal Classified Staff positions are posted for a minimum of five (5) business days. All postings will indicate a closing date and no applications may be received after this date. Only those currently employed or approved for employment by Fairmont State University or Pierpont Community & Technical College as full time or part time non-exempt classified/non-classified employees are eligible to apply for internal postings.

Casual, temporary agency, and student employees are not eligible to apply for internal postings.

Per West Virginia Code 18B-7-1 (d), a current Fairmont State non-exempt classified employee who meets the minimum qualifications for a non-exempt job opening shall be hired before an external candidate is hired unless such hiring is affected by the mandates in affirmative action plans or the requirements of Public Law 101-336, Americans with Disabilities Act (ADA). Consequently, there will be occasions where only qualified internal candidates may be considered.
System Information/Requirements:

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. The site is best viewed in Internet Explorer 5.5 and above.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

Security of Applicant Data:

The security of applicant data is a top priority for FSU and Pierpont C&TC. We employ several measures to ensure the integrity and security of our applicant information, including:

- The system automatically logs users out after 60 minutes if it detects no activity. Any time you leave your computer, you are strongly recommended to save any work in progress and logout of the system by clicking on the logout link located on the bottom left side of your screen.
- The site is protected with a Secure Socket layer, which offers 128-bit encryption of all data.
- Applicant passwords are never displayed to FSU & Pierpont C&TC employees.
- Certain applicant information is not available to hiring departments and will only be visible to Affirmative Action and Human Resources, such as gender, ethnicity and veteran status information.
- Data is stored at a restricted-access facility.